

INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR REGISTERED USERS – UNIVERSITY LIBRARY AND ARCHIVES

Which of your data will be processed?	What purpose your data will be used for?	What is the background to processing your personal data?	How long shall we store your data?	Data controller	Data processor
name	For library processes, coordinating these processes, periodical statistical data gathering and provision in a predefined framework.	It is required by law CXL. of 1997 regarding museums, public library service and culture, 54. § (1) Basic requirements of public libraries: g) provision of statistical data; 57.§ (1) Library users are required to provide and verify their personal data including personal data suitable for identification and address. Law XX. of 1996 regarding personal identification substituting personal identification code, and the use of identification codes says in 4.§ (4): Natural data for personal identification are: a) surname and first name, maiden name (surname and first name), b) place of birth, c) date of birth and d) mother's full maiden name.	For 10 years according to the archival regulations of ELTE ¹	member Libraries of the Eötvös Loránd University Library Service (see Annex 1)	In the case of the Faculty of Law, building surveillance is provided for by the staff of Dussmann Kft. (H-1134 Budapest, Váci út 35. 6.) at H-1053 Budapest, Egyetem tér 1-3. Phone: +36 1 411 6500
maiden name					
mother's full maiden name					
place of birth					
date of birth					
permanent address					
mailing address					
employer					
name of school, faculty					
major (university studies), degree (BA, MA, PhD, minor, etc.)					
ELTE ID (Neptun code)		Voluntary consent ² GDPR (Regulation (Eu) 2016/679 of the European Parliament and of the Council Article 6. (1) a.			
phone					
e-mail					
name, address	The protection of property requires the use of an automatic entrance gate registering entering users	Law CXXXIII. of 2005 regarding the rules of activities related to the protection of persons, property, and the work of detective agencies says in 32. § (1) The electronic entry gate can be used on the basis of the contract regarding it only if exclusively persons authorised by law or by the person/institution entitled for the use of the protected territory are allowed to enter it and to stay there.	For 12 or 6 months from your registration; or until the end of the semester in the case ELTE students, Erasmus students, and those participating in courses at ELTE ³ .	Eötvös Loránd University, University Library and Archives H-1053 Budapest, Ferenciek tere 6. Phone: + 36 1 411 6738 https://konyvtar.elte.hu/	staff of the Building Management Directorate of ELTE on duty at the address of the data controller
bar code of reader's card or student card					

¹ See the website of ELTE under Szabályzatok, dokumentum; ELTE SzMSZ I. 9. Iratkezelési Szabályzat (függelék: Irattári Terv); https://www.elte.hu/dstore/document/683/ELTE_SZMSZ_9mell_irattariterv.pdf

² The voluntary consent at the registration to a library is the legal basis for the provision of benefits and access to the full scale of services.

³ Validity of reader's cards. See also: Law CXXXIII. of 2005 regarding the rules of activities related to the protection of persons, property, and the work of detective agencies says in 32. § (2) the identifiers (name and address) of persons authorized for entrance which are controlled in order to operate the entrance gate must be destructed a) in case of regular entrance immediately upon the ceasing of the authorization, b) in the case of occasional entrance 24 hours after the exit.

Which of your data will be processed?	What purpose your data will be used for?	What is the background to processing your personal data?	How long shall we store your data?	Data controller	Data processor
time of going through the entry gate			6 months counted from the of recording of the data ⁴		
encrypted bar code of reader's card or student card (SHA-1)	For identification in the online service ordering interface.	Voluntary consent ⁵ GDPR (Regulation (Eu) 2016/679 of the European Parliament and of the Council Article 6. (1) a.	For 12 or 6 months from your registration; or until the end of the semester in the case ELTE students, Erasmus students, and those participating in courses at ELTE. ⁶	Eötvös Loránd University, University Library and Archives H-1053 Budapest, Ferenciek tere 6. Phone: + 36 1 411 6738 https://konyvtar.elte.hu/	-
e-mail encrypted (SHA-1)					
bar code of reader's card or student card	For the operation of the queuing system.				
ELTE Neptun-code					

Your rights⁷:

1. right to transparent information – **You may request information relating to the processing of your personal data any time;**
2. right to access your personal data – **You may access your personal data controlled by us**
3. upon your request you have the right for rectifying and erasing („right to be forgotten”) your personal data and the right to restrict the processing of your personal data – **If your personal data is processed incorrectly, please, make a note and we will correct, erase it, etc.**
4. information regarding the recipients – **You must be informed if we have forwarded your personal data to somebody;**
5. the right to data portability (only in the case of automatic data processing of personal data controlled upon consent or contract) – **If you need it, we give you your personal data;**
6. right to object – **You may object to the processing of your personal data upon legitimate interest any time;**
7. in case of automated decision-making – **The right not to belong under the scope of such decision. Please, let us know of any such incident.**
8. right to legal remedies – **In case of any infringement of your rights, you may turn to the data protection officer, the National Authority for Data Protection and the Freedom of Information or a court.**

Where to turn for legal remedy or if you have questions?

To the data protection officer of the University

Data protection officer of ELTE:

Kinga Rigó, Doctor of Law
ELTE Rector's Cabinet
Office for Handling Data and Strategic Information
H-1053 Budapest, Ferenciek tere 6.
Phone: +36 1 411-6500 /2855
E-mail: kinga.rigo@rk.elte.hu

To the National Authority for Data Protection and the Freedom of Information

National Authority for Data Protection and the Freedom of Information:

H-1125 Budapest, Szilágyi Erzsébet fasor 22/c.
Website: www.naih.hu
Phone: +36-1-391-1400

To a court

In Hungary a law suit can be initiated either at a court in the native country of the data subject or at his/her dwelling place, depending on the choice of the person concerned.

⁴ Law CXXXIII. of 2005 regarding the rules of activities related to the protection of persons, property, and the work of detective agencies 32. §(3) the identifiers (e.g. time of entry) originating from the operation of the entrance gate must be destructed a) in case of regular entrance immediately upon the ceasing of the authorization, but not later than within 6 months, b) in the case of occasional entrance 24 hours after the exit.

⁵ The voluntary consent at the registration to a library is the legal basis for the provision of benefits and access to the full scale of services.

⁶ Validity of the reader's card.

⁷ For the details see <https://konyvtar.elte.hu/en/data-processing-agreement>

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Annex 1
Member libraries of the University Library Service of the Eötvös Loránd University

1. **University Library and Archives**
1053 Budapest, Ferenciek tere 6.
+36 1 411-6500/3417, info@lib.elte.hu
9700 Szombathely, Károlyi Gáspár tér 4.
+36 94 504-393, kolcsongo@sek.elte.hu
2. **Library of the Faculty of Law and Political Sciences**
1053 Budapest, Egyetem tér 1-3.
+36 1 411-6500/3164, karikonyvtaros@ajk.elte.hu
3. **Library of the Bárczi Gusztáv Faculty of Special Education and Collection of the History of Special Education**
1097 Budapest, Ecséri út 3.
+36 1 358-5541, konyvtar@barczy.elte.hu
4. **Central Reading Room of the Faculty of Humanities (FH)**
1088 Budapest, Múzeum körút 6-8. fsz/14.
+36 1 485-5200/5451, karolhaso@btk.elte.hu
5. **FH School of English and American Studies Library**
1088 Budapest Múzeum körút 6-8.
+36 1 411-6500/2352, seaslib@btk.elte.hu
6. **FH Assyriology and Hebrew Studies and Library of the Centre of Jewish Studies of the HAS**
1088 Budapest, Múzeum körút 4/F. II/237.
+36 1 411-6500/5775
7. **FH Library of the Institute of Philosophy**
1088 Budapest, Múzeum körút 4/I. I/111.
+36 1 411-6500, filknt@btk.elte.hu
8. **FH Library of the Institute of German Studies**
1088 Budapest, Múzeum körút 6-8.
+36 1 411-6500/2351, germbibl@btk.elte.hu
9. **FH Collection of Indology and Indo-European Linguistics**
1088 Budapest, Múzeum körút 6-8/A.
+36 1 411-6500/5371, indoeuropai@btk.elte.hu
10. **FH Library of the Institute of Library Science and Information Technology**
1088 Budapest Múzeum körút 6-8. fsz/5.
+36 1 411-6500/2245, toth.zsuzsanna@btk.elte.hu
11. **FH Toldy Ferenc Library of the Institute of Hungarian Literature and Cultural Studies**
1088 Budapest Múzeum körút 4/a. IV/430.
+36 1 411-6500/5120, toldykonyvtar@btk.elte.hu
12. **FH Library of the Department of Finno-Ugric Studies**
1088 Budapest Múzeum körút 6-8. 4/I. fsz/12.
+36 1 411-6500/5283, molnar.zoltan@btk.elte.hu
13. **FH Library of the Institute of Hungarian Language and Finno-Ugric Studies**
1088 Budapest Múzeum körút 6-8. 4/a. II/243.
+36 1 411-6500/5160, nyelvesszkonyvtar@btk.elte.hu
14. **FH Library of the Institute of History of Art**
1088 Budapest Múzeum körút 6-8. I/106.
+36 1 411-6500/2255, mi_konyvtar@btk.elte.hu
15. **FH Library of the Institute of Ethnographic Studies**
1088 Budapest Múzeum körút 6-8. fsz/14.
+36 1 411-6500/5142, szincsook.ildiko@btk.elte.hu
16. **FH Library of the Institute of Oriental Studies**
1088 Budapest Múzeum körút 4.
+36 1 485-5200/2020, 5350, 5043,
semiarab@btk.elte.hu,
iraniszatika@btk.elte.hu, torok@btk.elte.hu
17. **FH Harmatta János Library of Ancient History**
1088 Budapest Múzeum körút 4/c. alagsor
+36 1 411-6500/5445
18. **FH Library of the Institute of Archeological Studies**
1088 Budapest Múzeum körút 4/b. alagsor
+36 1 411-6500/2911, konyvtar@regeszet.elte.hu
19. **FH Library of the Department of French Language and Literature**
1088 Budapest Múzeum körút 4/c. alagsor
+36 1 411-6500/5768, biblfo@btk.elte.hu
20. **FH Library of the Department of Spanish Language and Literature**
1088 Budapest Múzeum körút 4/c. I/251.
+36 1 411-6500/3207, volgyi.viktoria@btk.elte.hu
21. **FH Library of the Department of Italian Language and Literature**
1088 Budapest Múzeum körút 4/c. II/314.
+36 1 411-6500/2287, nyilas.bajna@btk.elte.hu
22. **FH Library of the Department of Portuguese Language and Literature**
1088 Budapest Múzeum körút 4/c. fsz/148.
+36 1 411-6500/2829, nyilas.bajna@btk.elte.hu
23. **FH Library of the Department of Romanian Philology**
1088 Budapest Múzeum körút 4/d. II/213.
+36 1 411-6500/5248, transyl@btk.elte.hu
24. **FH Library of the Institute of Slavic and Baltic Philology**
1088 Budapest Múzeum körút 4/d. fsz/17-19.
+36 1 411-6500/5242, slavicbibl@btk.elte.hu
25. **FH Szekfű Gyula Library of the Institute of History**
1088 Budapest Múzeum körút 6-8. I/117-117.
+36 1 411-6500/5186, tortknt@btk.elte.hu
26. **FH Library of the Institute of East Asian Studies**
1088 Budapest Múzeum körút 6-8. alagsor
+36 1 411-6500/2021,
far_eastern_library@btk.elte.hu
27. **Library of the Faculty of Informatics**
1117 Budapest, Pázmány Péter sétány 1/c.
+36 1 381-2239, iklib@inf.elte.hu
28. **Library of the Faculty of Education and Psychology in Izabella Street**
1064 Budapest, Izabella u 46.
+36 1 461-2665, izukonyvtar@ppk.elte.hu
29. **Library of the Faculty of Education and Psychology**
1075 Budapest, Kazinczy u. 23-27.
+36 1 461-4563, konyvtar@ppk.elte.hu
30. **Library of the Faculty of Primary and Pre-School Education**
1126 Budapest, Kis János altábornagy u. 40.
+36 1 487-8148, konyvtar@tok.elte.hu
31. **Némedi Dénes Library of the Faculty of Social Sciences**
1117 Budapest, Pázmány Péter sétány 1/c.
+36 1 372-2500/6881, konyvtar@tatk.elte.hu
32. **Library of the Faculty of Sciences**
1117 Budapest, Pázmány Péter sétány 1/c.
+36 1 372-2500/8562, konyvtar@itk.elte.hu
33. **Library of the ELTE Botanical Garden**
1083 Budapest, Illés u. 25.
+36 1 210-1074
34. **French Pedagogical Documentation Centre of the Inter-University French Centre of ELTE**
1088 Budapest, Múzeum körút 4/f.
+36 1 411-6500/5332, kisseszter@caesar.elte.hu
35. **Library of the Gothard Astrophysical Observatory of ELTE**
9700 Szombathely, Szent Imre bereg u. 112.
+36 94, 522-872, ivincze@gothard.hu
36. **Library of the Confucius Institute of ELTE**
1088 Budapest, Múzeum körút 4/f.
+36 1 411-6597, info@konfuciuszintezet.hu
37. **Library of the Apáczai Csere János Practicing Grammar School and Student Hostel of ELTE**
1053 Budapest, Papnövelde u. 4-6.
+36 1 267-0311/25, konyvtar@apaczai.elte.hu
38. **Library of the Radnóti Miklós Practicing Primary and Grammar School of ELTE**
1146 Budapest Cházár András u. 10.
+36 1 343-6716/105, kollo@radnoti-elte.sulinet.hu
39. **Library of the Trefort Ágoston Practicing Grammar School of ELTE**
1088 Budapest, Trefort u. 8.
+36 1 460-4462, titkarsag@trefort.elte.hu
40. **Library of the Gyertyánffy István Practicing Primary School of ELTE**
1126 Budapest, Kiss János altábornagy u. 42-44.
+36 1 487-8167
41. **Library of the Student Hostel at Ajtósi Dürer sor**
1146 Budapest, Ajtósi Dürer sor 23.
+36 1 411-6500, adk@kollegium.elte.hu
42. **Library of the Körösi Csoma Sándor Student Hostel**
1118 Budapest, Dayka Gábor u. 4.
+36 1 381-2380
43. **Library of the Kerekes Street Student Hostel**
1135 Budapest, Kerekes u. 12.
+36 1 350-1456, kuk@kollegium.elte.hu
44. **Library of the Nagytétényi Street Student Hostel**
1223 Budapest, Nagytétényi út 162-164.
+36 1 362-2319, nuk@kollegium.elte.hu
45. **Library of the Vezér Street Student Hostel**
1141 Budapest, Vezér út 112.
+36 1 363-0044, vuk@kollegium.elte.hu
46. **Library of the Bibó István Special College**
1118 Budapest, Ménesi út 12.
+36 1 209-5237, bibokoll@bibokoll.elte.hu
47. **Library of the Bolyai Special College**
1117 Budapest, Nándorfejérvári út 13.
+36 1 381-2378, director@bolyai.elte.hu
48. **Mednyánszky Dénes Library and Archives of the Eötvös József Collegium**
1118 Budapest, Ménesi út 11-13.
+36 1 209-0626/110, gilles@eotvos.elte.hu
49. **Library of the Márton Áron Special College**
1037 Budapest, Kanigunda útja 35.
+36 1 368-8860/131, nagyand@caesar.elte.hu

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Type of document: final	Prepared by: Department of IT and Developing of the University Library	In force from:1 September 2018, Version: 2018.09.01/1.0
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